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PATENT & TRADEMARK OFFICE
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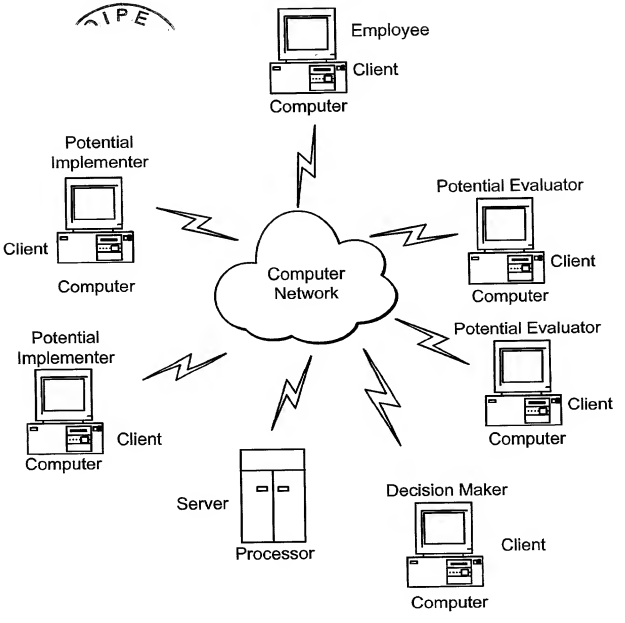

FIG. 1

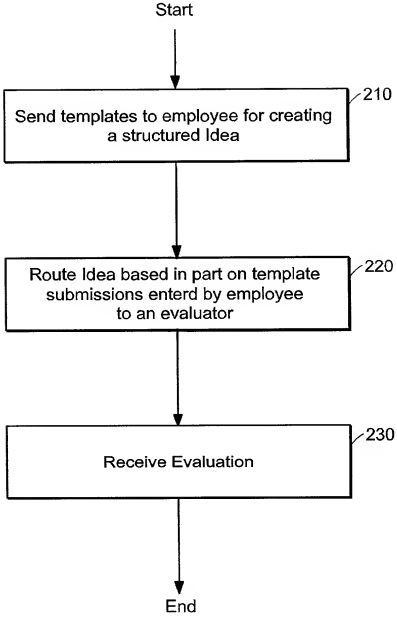
Start
Send templates to employee for creating a structured Idea
210
Route Idea based in part on template submissions enterd by employee to an evaluator
220
Receive Evaluation
230
End

FIG. 2

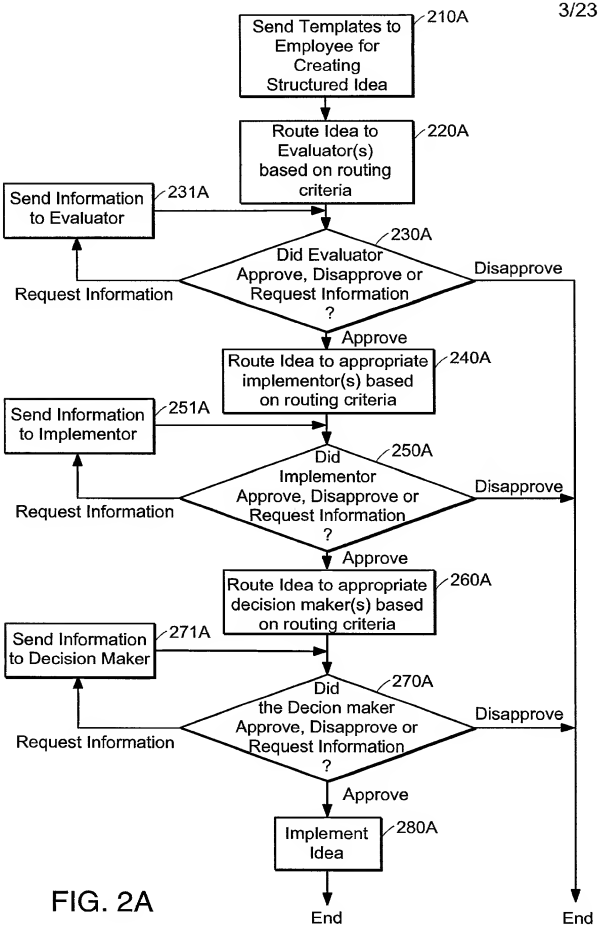
Send Templates to Employee for Creating Structured Idea
210A
Route Idea to Evaluator(s) based on routing criteria
220A
Send Information to Evaluator
231A
Did Evaluator Approve, Disapprove or Request Information ?
230A
Request Information
Disapprove
Approve
Route Idea to appropriate implementor(s) based on routing criteria
240A
Send Information to Implementor
251A
Did Implementor Approve, Disapprove or Request Information ?
250A
Request Information
Disapprove
Approve
Route Idea to appropriate decision maker(s) based on routing criteria
260A
Send Information to Decision Maker
271A
Did the Decion maker Approve, Disapprove or Request Information ?
270A
Request Information
Disapprove
Approve
Implement Idea
280A
End
End

FIG. 2A

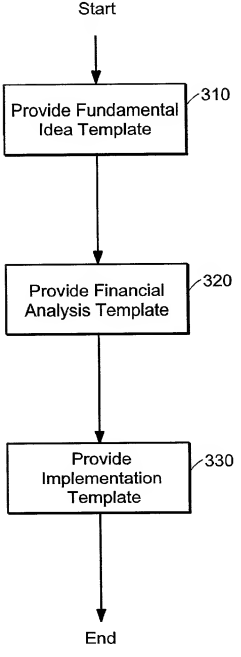
Start
Provide Fundamental Idea Template
310
Provide Financial Analysis Template
320
Provide Implementation Template
330
End

FIG. 3

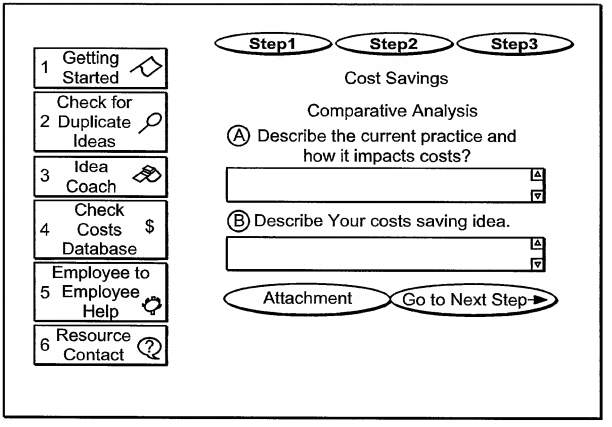
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Step1
Step2
Step3
Cost Savings
Comparative Analysis
A Describe the current practice and how it impacts costs?
B Describe Your costs saving idea.
Attachment
Go to Next Step

FIG. 3A

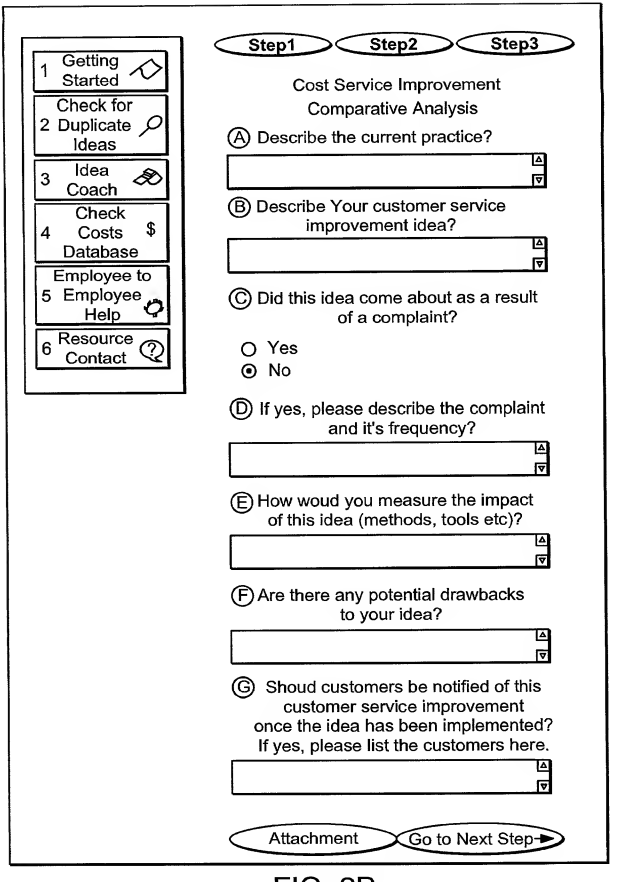
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Step1
Step2
Step3
Cost Service Improvement
Comparative Analysis
A Describe the current practice?
B Describe Your customer service improvement idea?
C Did this idea come about as a result of a complaint?
Yes
No
D If yes, please describe the complaint and it's frequency?
E How woud you measure the impact of this idea (methods, tools etc)?
F Are there any potential drawbacks to your idea?
G Shoud customers be notified of this customer service improvement once the idea has been implemented? If yes, please list the customers here.
Attachment
Go to Next Step

FIG. 3B

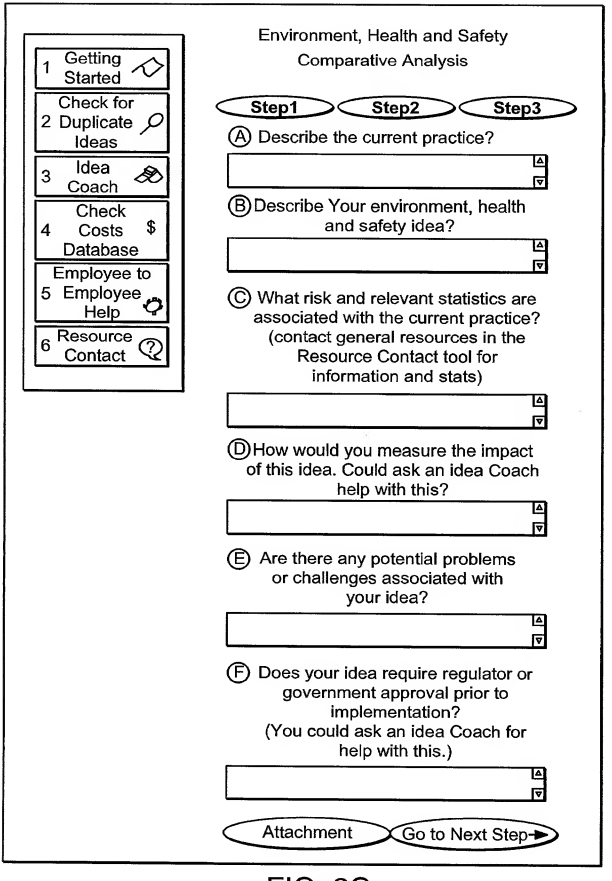
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Environment, Health and Safety
Comparative Analysis
Step1
Step2
Step3
(A) Describe the current practice?
(B) Describe Your environment, health and safety idea?
(C) What risk and relevant statistics are associated with the current practice? (contact general resources in the Resource Contact tool for information and stats)
(D) How would you measure the impact of this idea. Could ask an idea Coach help with this?
(E) Are there any potential problems or challenges associated with your idea?
(F) Does your idea require regulator or government approval prior to implementation? (You could ask an idea Coach for help with this.)
Attachment
Go to Next Step

FIG. 3C

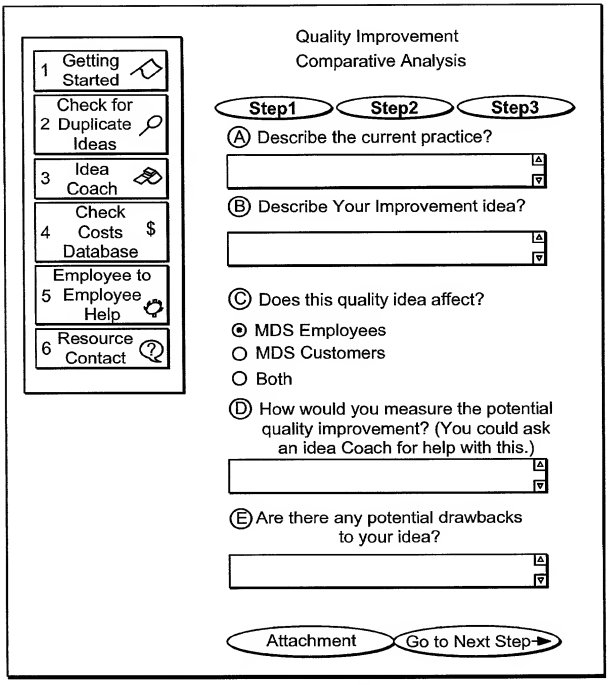
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Quality Improvement
Comparative Analysis
Step1
Step2
Step3
Ⓐ Describe the current practice?
Ⓑ Describe Your Improvement idea?
Ⓒ Does this quality idea affect?
MDS Employees
MDS Customers
Both
Ⓓ How would you measure the potential quality improvement? (You could ask an idea Coach for help with this.)
Ⓔ Are there any potential drawbacks to your idea?
Attachment
Go to Next Step

FIG. 3D

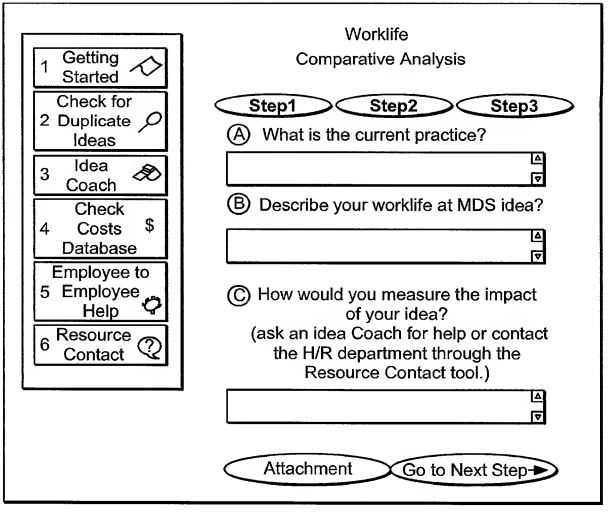
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Worklife
Comparative Analysis
Step1
Step2
Step3
A What is the current practice?
B Describe your worklife at MDS idea?
C How would you measure the impact of your idea?
(ask an idea Coach for help or contact the H/R department through the Resource Contact tool.)
Attachment
Go to Next Step

FIG. 3E

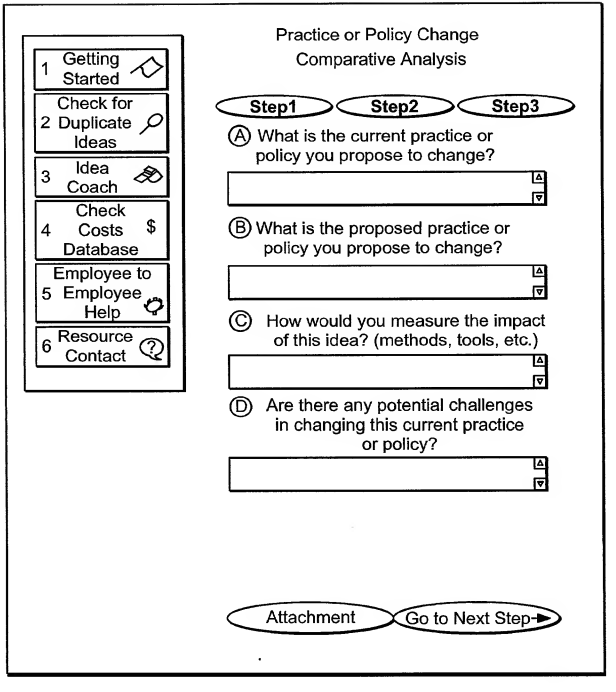
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Practice or Policy Change
Comparative Analysis
Step1
Step2
Step3
A What is the current practice or policy you propose to change?
B What is the proposed practice or policy you propose to change?
C How would you measure the impact of this idea? (methods, tools, etc.)
D Are there any potential challenges in changing this current practice or policy?
Attachment
Go to Next Step

FIG. 3F

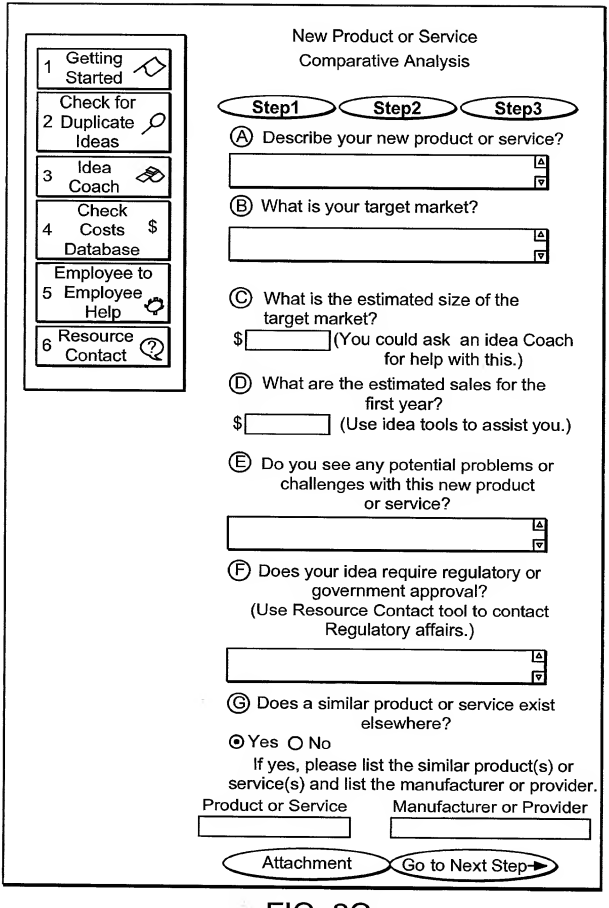
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
New Product or Service
Comparative Analysis
Step1
Step2
Step3
Ⓐ Describe your new product or service?
Ⓑ What is your target market?
Ⓒ What is the estimated size of the target market?
$ (You could ask an idea Coach for help with this.)
Ⓓ What are the estimated sales for the first year?
$ (Use idea tools to assist you.)
Ⓔ Do you see any potential problems or challenges with this new product or service?
Ⓕ Does your idea require regulatory or government approval?
(Use Resource Contact tool to contact Regulatory affairs.)
Ⓖ Does a similar product or service exist elsewhere?
Yes No
If yes, please list the similar product(s) or service(s) and list the manufacturer or provider.
Product or Service
Manufacturer or Provider
Attachment
Go to Next Step

FIG. 3G

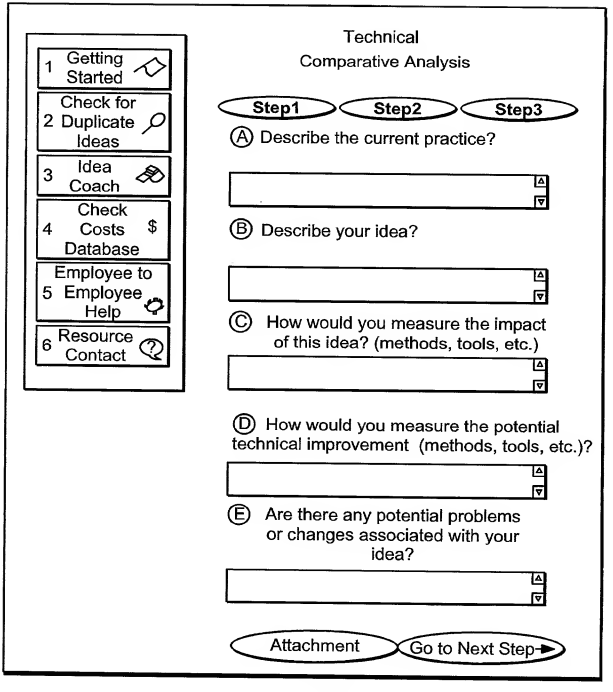
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Technical
Comparative Analysis
Step1
Step2
Step3
Ⓐ Describe the current practice?
Ⓑ Describe your idea?
Ⓒ How would you measure the impact of this idea? (methods, tools, etc.)
Ⓓ How would you measure the potential technical improvement (methods, tools, etc.)?
Ⓔ Are there any potential problems or changes associated with your idea?
Attachment
Go to Next Step

FIG. 3H

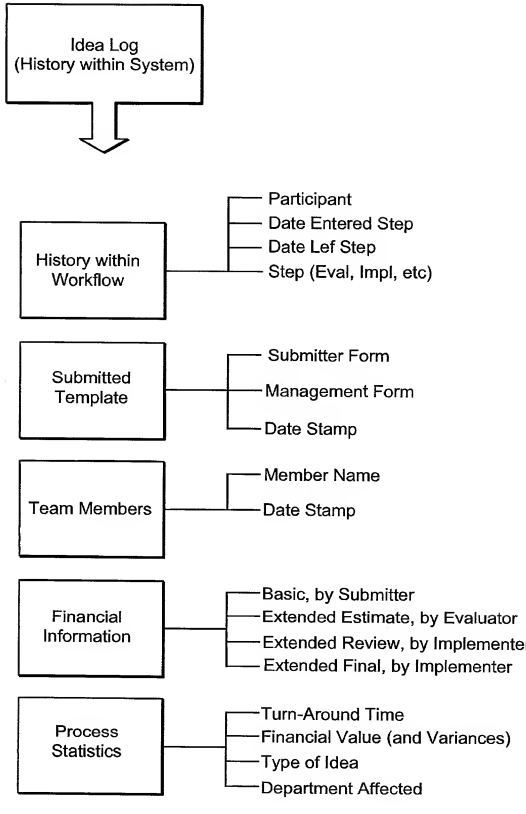
Idea Log
(History within System)
History within Workflow
Participant
Date Entered Step
Date Lef Step
Step (Eval, Impl, etc)
Submitted Template
Submitter Form
Management Form
Date Stamp
Team Members
Member Name
Date Stamp
Financial Information
Basic, by Submitter
Extended Estimate, by Evaluator
Extended Review, by Implementer
Extended Final, by Implementer
Process Statistics
Turn-Around Time
Financial Value (and Variances)
Type of Idea
Department Affected

FIG. 4

Computer Network
Cost Database 520
Idea Database 501
504
Employee
Continue
Enter Data
Request Help From
502
Tower box
Idea Log
Send to
Evaluation Process
503
Coach
510
Resource Representative
Insert Data Into

FIG. 5

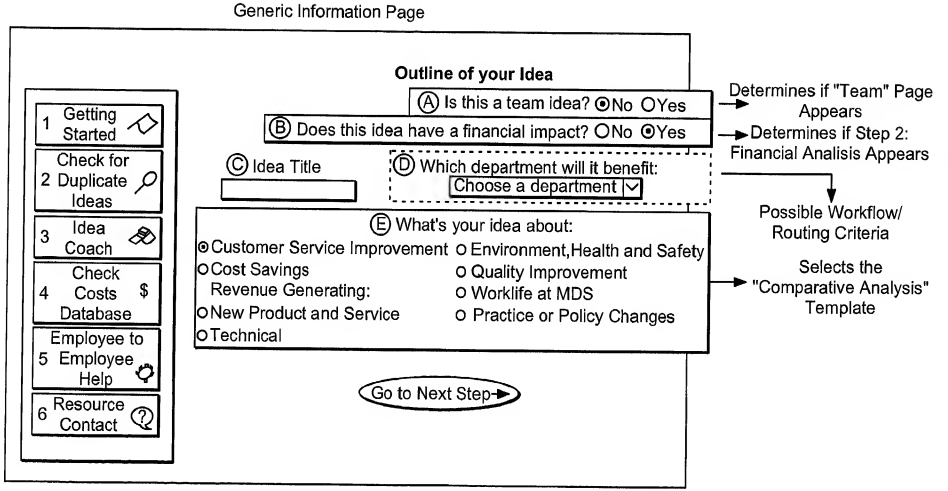
Generic Information Page
Outline of your Idea
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Ⓐ Is this a team idea? ⦿No OYes
Ⓑ Does this idea have a financial impact? ONo ⦿Yes
Ⓒ Idea Title
Ⓓ Which department will it benefit:
Choose a department
Ⓔ What's your idea about:
⦿Customer Service Improvement
OCost Savings
Revenue Generating:
ONew Product and Service
OTechnical
O Environment,Health and Safety
O Quality Improvement
O Worklife at MDS
O Practice or Policy Changes
Go to Next Step
Determines if "Team" Page Appears
Determines if Step 2: Financial Analisis Appears
Possible Workflow/ Routing Criteria
Selects the "Comparative Analysis" Template

FIG. 6

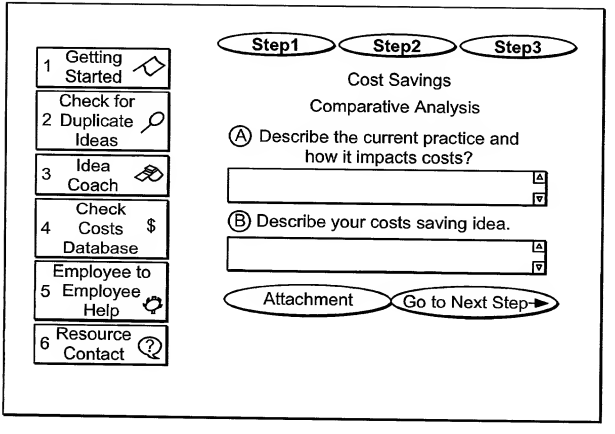
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Step1
Step2
Step3
Cost Savings
Comparative Analysis
Ⓐ Describe the current practice and how it impacts costs?
Ⓑ Describe your costs saving idea.
Attachment
Go to Next Step

FIG. 7

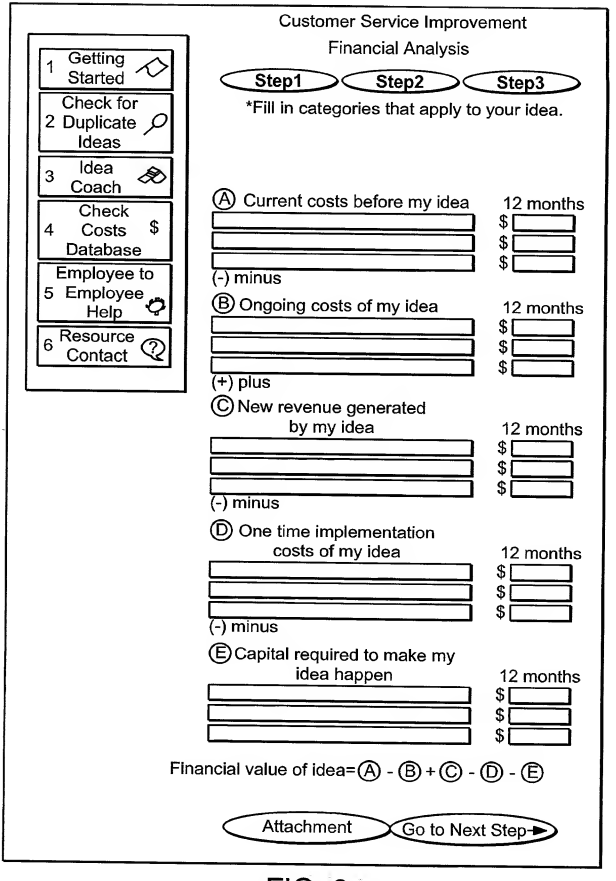
1 Getting Started
2 Check for Duplicate Ideas
3 Idea Coach
4 Check Costs $ Database
5 Employee to Employee Help
6 Resource Contact
Customer Service Improvement
Financial Analysis
Step1
Step2
Step3
*Fill in categories that apply to your idea.
Ⓐ Current costs before my idea
12 months
(-) minus
Ⓑ Ongoing costs of my idea
12 months
(+) plus
Ⓒ New revenue generated by my idea
12 months
(-) minus
Ⓓ One time implementation costs of my idea
12 months
(-) minus
Ⓔ Capital required to make my idea happen
12 months
Financial value of idea=Ⓐ - Ⓑ + Ⓒ - Ⓓ - Ⓔ
Attachment
Go to Next Step

FIG. 8

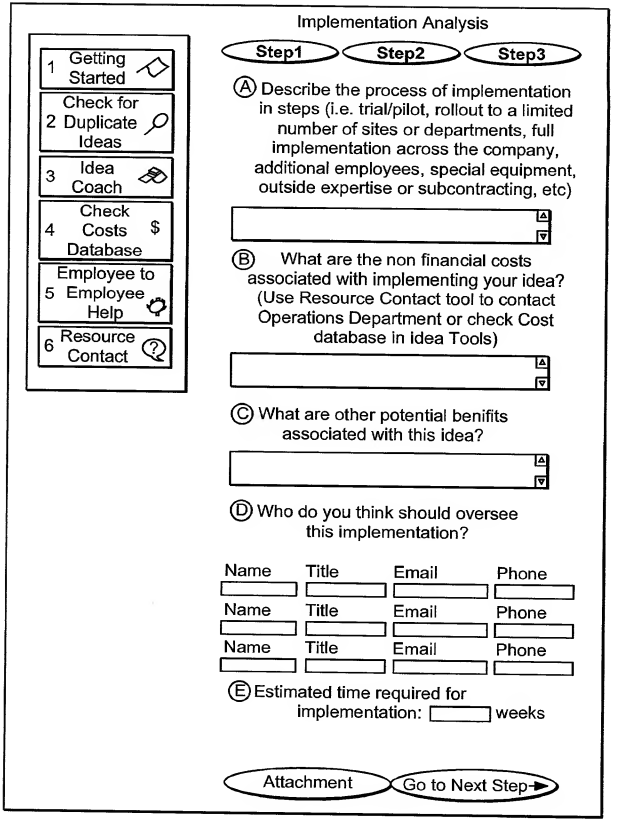
Implementation Analysis
1 Getting Started
Check for 2 Duplicate Ideas
3 Idea Coach
Check 4 Costs $ Database
Employee to 5 Employee Help
6 Resource Contact
Step1
Step2
Step3
Ⓐ Describe the process of implementation in steps (i.e. trial/pilot, rollout to a limited number of sites or departments, full implementation across the company, additional employees, special equipment, outside expertise or subcontracting, etc)
Ⓑ What are the non financial costs associated with implementing your idea? (Use Resource Contact tool to contact Operations Department or check Cost database in Idea Tools)
Ⓒ What are other potential benifits associated with this idea?
Ⓓ Who do you think should oversee this implementation?
Name Title Email Phone
Name Title Email Phone
Name Title Email Phone
Ⓔ Estimated time required for implementation: weeks
Attachment
Go to Next Step

FIG. 9

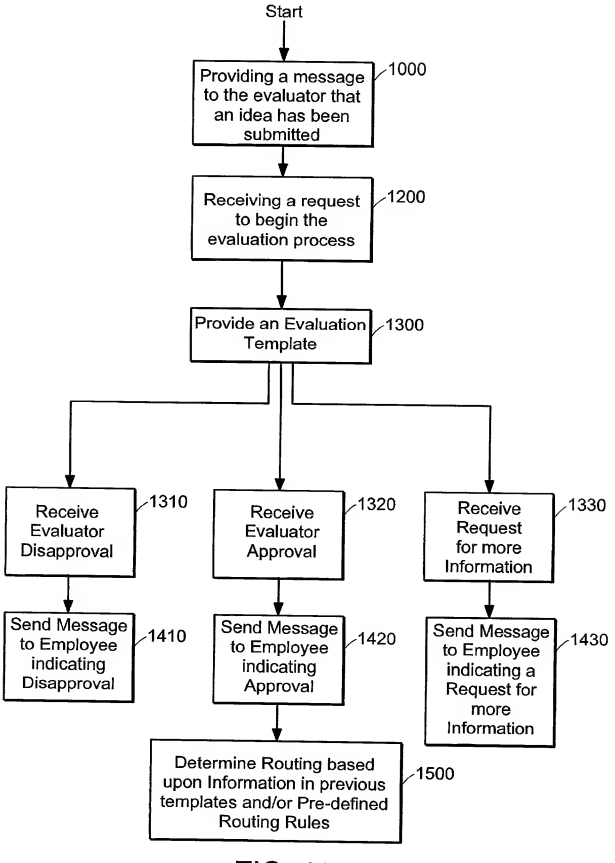
Start
Providing a message to the evaluator that an idea has been submitted
1000
Receiving a request to begin the evaluation process
1200
Provide an Evaluation Template
1300
Receive Evaluator Disapproval
1310
Receive Evaluator Approval
1320
Receive Request for more Information
1330
Send Message to Employee indicating Disapproval
1410
Send Message to Employee indicating Approval
1420
Send Message to Employee indicating a Request for more Information
1430
Determine Routing based upon Information in previous templates and/or Pre-defined Routing Rules
1500

FIG. 10

Evaluation Response Form

test

Forward Idea

All non-approval responses or requests for additional information must be accompanied with an explanation

Response:

- (•) I approve this idea (to implementer)
- ( ) I need more information (to idea generator)
- ( ) Non-approve

Evaluation deadline date: 12/13/2001

Response form #: 1

View Idea

Notes & Explanation:

In order for this idea to be approved, the implementer must agree with all aspects of the idea and must agree to implementing the idea by the suggested implementation date, or one of His/Her choosing.

Implementer(s): Add Implementer

Implementation target date: 12/13/2001

A. Enter current costs or new/increased revenue in the following boxes:

Cost Center	FTE Impacted	Revenue Impact	Expense Category	Amount

B. Estimated cost of implementing this idea:

Cost Center	FTE Impacted	Revenue Impact	Expense Category	Amount

Submit evaluation

Attachment

FIG. 10A

Implementation Response Form

test

Forward Idea
(from implementer to evaluator)

All implementation responses or requests for additional information must be accompanied with an explanation.

View Idea

Response:
- (•) I accept this implementation
- ( ) I need more information
- ( ) Non-implement

Response form # and history: 1

Implementation deadline: 12/13/2001

Notes:

In order for this idea to be approved, the implementer must agree with all aspects of the idea and must commit to implementing the idea bya specific date.

Implementation date suggested by evaluator: 12/13/2001

Implementation date committed to by implementer: 12/13/2001

A. Enter current costs or new/increased revenue in the following boxes:

Cost Center	FTE Impacted	Revenue Impact	Expense Category	Amount
		0	0	0
		0	0	0
		0	0	0

B. Enter estimated cost of implementing this idea:

Cost Center	FTE Impacted	Revenue Impact	Expense Category	Amount
		0	0	0
		0	0	0
		0	0	0

Submit post-implementation

Attachment

FIG. 11

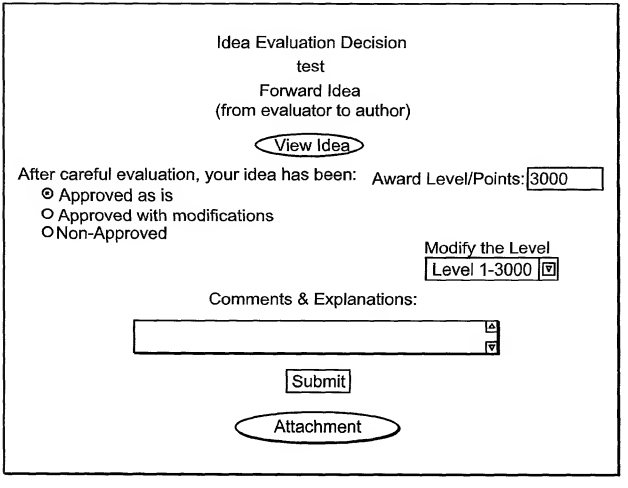
Idea Evaluation Decision
test
Forward Idea
(from evaluator to author)
View Idea
After careful evaluation, your idea has been:
Approved as is
Approved with modifications
Non-Approved
Award Level/Points: 3000
Modify the Level
Level 1-3000
Comments & Explanations:
Submit
Attachment

FIG. 12

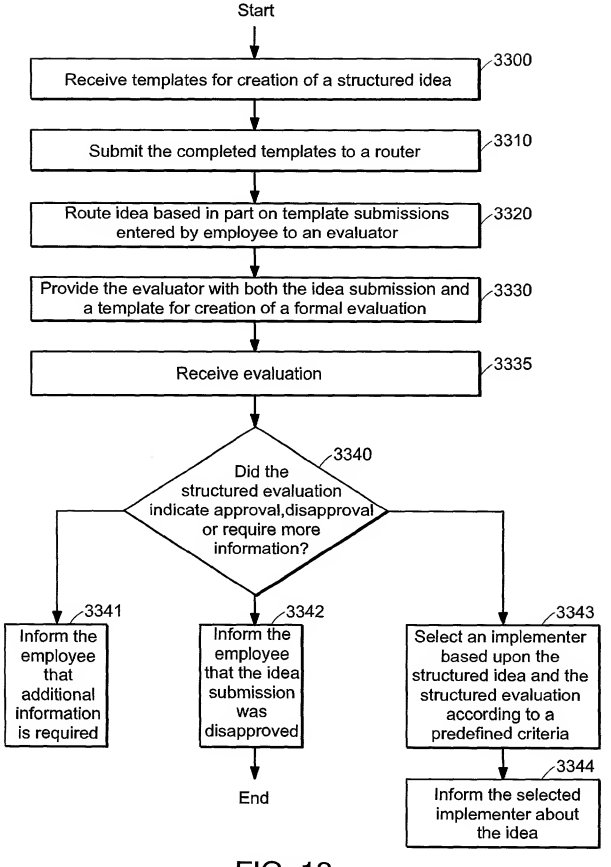
Start
Receive templates for creation of a structured idea
3300
Submit the completed templates to a router
3310
Route idea based in part on template submissions entered by employee to an evaluator
3320
Provide the evaluator with both the idea submission and a template for creation of a formal evaluation
3330
Receive evaluation
3335
Did the structured evaluation indicate approval,disapproval or require more information?
3340
Inform the employee that additional information is required
3341
Inform the employee that the idea submission was disapproved
3342
Select an implementer based upon the structured idea and the structured evaluation according to a predefined criteria
3343
Inform the selected implementer about the idea
3344
End

FIG. 13